



Health and Safety Policy

Version	1
Name of responsible (ratifying) committee	Sports Coaching Group Management Team
Document Manager (job title)	Operations Director
Date issued	1 st September 2020
Review date	31 st August 2021
Electronic location	Sports Coaching Group Policies
Related Procedural Documents	Appeals Policy, Recruitment Policy, Planning Policy, Holiday Policy, Money Handling Policy, School Induction Policy, Safeguarding and Welfare Policy and Staff Manual

1. Health and Safety Policy Statement

- 1.1 Sports Coaching Group recognises its duty of care for the health, safety and well-being of its employees. It will take effective steps to ensure that this is achieved, so far as is reasonably practicable. In discharging this responsibility it will take into account its obligations for the Health & Safety of any participants, visitors and others who might be affected by its operations
- 1.2 The provisions in this policy are intended to ensure that Health & Safety is an integral part of the general process of risk management in every school the company operates. Thus, Health & Safety will be included in the companies review and planning process as an issue essential to the development and maintenance of the Company's management systems.
- 1.3 The purpose of this policy is:
 - To provide the necessary authority and support staff as they make their respective contributions to health and safety.
 - To set out duties and responsibilities.
 - To ensure all statutory duties in this field are met.
 - To emphasise the importance of keeping hazards under control by making an assessment of operating risks
- 1.4 Sports Coaching Group are committed to securing the health, safety and well-being of the employees, pupils and others affected by the Company's activities, including visitors and contractors. Everyone has a part to play in bringing these operations into effect and full co-operation is therefore expected. **For all employees and contractors this is not only a matter of common sense, but also a legal duty.**
- 1.5 All employees, regardless of seniority, have a duty to take care of themselves and others that might be affected by their acts or omissions. Staff should use equipment and working methods approved by their supervisors/senior colleague. Special care should be taken with the health and safety issues of and venture.

2. Organisations & Arrangements for Implementing The Policy

- 2.1 Sports Coaching Group Health & Safety officer is Chris Regan, who has overall responsibility for the implementation of this Policy. Each line manager will recognise and accept a personal role in ensuring that arrangements for Health & Safety are effective within his or her respective area.
- 2.2 Sports Coaching Group employees and subcontractors are responsible for each individual lesson or activity. This includes all activities delivered in Nurseries, Primary Schools, Secondary Schools, Football Clubs, Education Environments, Private Coaching, Holiday Club and Child Care Activities
- 2.3 Sports Coaching Group employees and subcontractors are expected to:
 - a) Exercise effective supervision of their pupils and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.
 - b) Follow the health and safety procedures applicable to their area of work.
 - c) Give clear oral and written health and safety instructions and warnings to pupils/learners as necessary.
 - d) Ensure the use of personal protective equipment and guards where necessary. All protective clothing and safety equipment provided should be kept in good condition.

- e) Make recommendations to the Directors on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- f) Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements and Standards for safety in education.
- f) Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the school without prior authorisation.
- g) Report all accidents, defects and dangerous occurrences and concerns to the Directors.
- h) Staff should ensure that classrooms, playgrounds and fields are kept tidy as much as possible.

3. Risk Assessment

- 3.1 The underlying process, which secures this policy, is Risk Assessment. Assessments of significant risks will be made in conjunction with those affected and recorded in writing. It will be the responsibility of the Health and Safety officer and line managers to ensure that relevant risk assessments are maintained and kept up to date.

4. Consultation

- 4.1 Employees with concerns should normally raise them with the Health & Safety officer immediately

5. Contractors & Partnerships

- 5.1 Contractors carrying out work for Sports Coaching Group, will be vetted for their Health & Safety performance. They will be required to act in accordance with this policy and policies specified in each of the establishments the company operates in. In particular they will be required to make appropriate arrangements with the Health & Safety Officer to ensure that all issues related to risk control are covered.
- 5.2 Health and Safety policies and procedure will be exchanged with each organization that Sports Coaching Group works with. Partners will ensure that staff and users will be protected to a level, which is reasonably practicable and equivalent in standard to the Company. Specifically, partners will be required to provide our staff and others who might be directly affected with sufficient guidance and advice on any risks or procedures that are new and/or can affect employee's activities.

6. Inspection and Monitoring

- 6.1 The Health & Safety Officer will undertake the necessary arrangements for procedures to be examined and workplaces to be inspected to ensure that precautions remain suitable and sufficient by conducting an Annual Risk Assessment and Safety Review.

7. Accident / Incident Reporting

- 7.1 Every injury should be reported in the Company Accident Book and the School Accident Book. An injury that needs medical attention or requires time off work must be investigated by the person in charge of the area or activity.

7.2 When injuries happen at School, or similar environments, information must be passed on to the school point of contact. When injuries occur at after school clubs, parents should also be informed by the coach, as well as all information being recorded.

7.3 Breaks, and serious injury should be recorded via RIDDOR.

8. Training & Information

8.1 Training and development needs will be evaluated and appropriate training and briefing provided. Health & Safety training will be available to employees and records maintained by the Health & Safety Officer. The Company Health & Safety Manual will be made readily available to employees.

9. Policy Review

9.1 This policy will be reviewed annually. An annual report covering key issues, based on Risk Assessment and Safety Review will be conducted.

Health & Safety Induction

Full Name.....

Job Title.....

Start Date.....

All employees must receive the following information.

1. ADMIN: (give a copy safety policy including appropriate working procedures, any applicable risk assessment or shown location of staff copy).
2. FIRE: (explain emergency evacuation procedures and type of alarm sounded. Show location of assembly point).
3. WELFARE: (show location of toilets/staff room/washing facilities, explain no smoking policy and explain break/lunch arrangements).
4. PERSONAL PROTECTIVE EQUIPMENT: (if applicable, explain mandatory requirement for wearing of protective equipment in area of work and check person is equipped as per requirements).
5. ACCIDENTS/FIRST AID: (explain who and how to report accidents and incidents, show location of first aid kit and first aider).
6. MACHINERY & EQUIPMENT: (if applicable, explain the appropriate use and limitations)
7. LIFTING/HANDLING: (explain procedures re. Manual lifting and handling if applicable, demonstrate correct use of available lifting equipment, e.g. trolleys).
8. COSHH: (if applicable, explain procedures for storage, use and disposal of chemicals. Demonstrate safe procedures for usage including use of appropriate protective equipment. Show assessment records and their location)
9. ESTABLISHMENT SPECIFIC/COMMENTS: (depending on the post, explain establishment procedure for issues such as educational visits, minibus use and reporting faults to equipment, etc.).
10. EMPLOYEE RESPONSABILITIES: (explain that the HSAW Act places the duty on employees to take care of themselves and others who may be affected by their acts or omissions and to co-operate with employers to meet statutory requirements).

I have read and understood the above statement.

Signed Employee Date.....

I am satisfied the employee has been given the information outlined in this document

Signed(H&S Officer) Date.....